

## FFY 2019 Rhode Island Employment and Training and ABAWD Review

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Review Component	Location and Date	Review Activities	Case File Reviews	Questionnaires to be Completed	Data to be Provided
E&T	Rhode Island's Department of Human Services office – week of January 14th (with addition of off-site provider visits)	<ol style="list-style-type: none"> <li>Provider Visits (3 E&amp;T Providers): FNS will determine location of provider visits and advise the State within one week of this announcement.</li> <li>Interviews to be conducted: <ul style="list-style-type: none"> <li>State E&amp;T policy interview</li> <li>FNS-583 interview</li> <li>State Financial interview</li> <li>Local Office eligibility worker interviews</li> <li>E&amp;T provider interviews</li> </ul> </li> <li>Case File Reviews (see next column for complete details).</li> </ol>	<p><b>DUE TO FNS BY:</b> <b>December 14, 2018</b></p> <ol style="list-style-type: none"> <li>Provider Site Visit Case File Review: <ul style="list-style-type: none"> <li>A case file review will focus on participation within the E&amp;T program. The team would like to review 15 cases. For this review, please compile a universe of cases from <b>September, October and November 2018</b> for each of the 3 providers FNS will be visiting. The team will randomly select the 15 cases to be reviewed onsite and will notify the State prior to FNS' arrival to allow time for the paper records to be pulled.</li> </ul> </li> </ol>	<p><b>DUE TO FNS BY:</b> <b>December 14, 2018</b></p> <ol style="list-style-type: none"> <li>Interview Questionnaire for State Staff</li> <li>Contractor Questionnaire for each provider</li> </ol>	<p><b>DUE TO FNS BY:</b> <b>December 14, 2018</b></p> <ol style="list-style-type: none"> <li>State E&amp;T Handbook, certification manual, training material, and/or other instructional documents or other policy material as it relates to 273.7 and 273.24</li> <li>The statement given to each work registrant that details the work registration process and disqualification time frames for non-compliance as per 273.7(c)</li> <li>Computer screen shots that track work registration and the sanction process</li> <li>Copies of all notices provided to clients in the E&amp;T program (e.g. work requirements, rights and responsibilities statement; NOAAs resulting from failure to meet work requirements.)</li> </ol>

- For this review, computer access may be necessary.

2. The case files should:

- Confirm SNAP eligibility for the month of participation,
- Confirm the person was not in receipt of Federal TANF,
- Referral and assessment documents,
- Case/progress notes while enrolled in a component,
- And any assessment of need of participant reimbursement and
- Proof such reimbursement was provided.

5. Documents used to construct the 583 Report, including (if applicable) software program instructions used to identify and count work registrants
6. State Organizational Chart(s) relating to the E&T operation
7. Any written explanation on how communication between all parties is done and tracked
8. Lists of participants from the selected providers for the months of **September, October and November 2018**, documentation that shows billing for all reimbursements, a break-out of costs per component as billed by contractors, or any financial documentation that can be reviewed prior to the on-site visit.
9. List of all offices/agencies the State contracts with for E&T
10. Copies of contracts between the State and entities performing E&T functions – including contracts between

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<b>ABAWD</b>	<p>Warwick Field Office – Week of January 14, 2019.</p> <p>Please note: FNS requests adequate workspace for up to 5 review team members while on-site.</p>	<ol style="list-style-type: none"> <li>1. Provider Visit at 1 of the 3 E&amp;T Providers from above.</li> <li>2. Case File Reviews (see next column for complete details).</li> </ol>	<p><b>DUE TO FNS BY: December 14, 2018</b></p> <p><u>Case Reviews:</u></p> <ul style="list-style-type: none"> <li>• A minimum of 30 ABAWD cases will need to be reviewed while onsite.</li> <li>• Please provide FNS with a statewide list</li> </ul>	<p><b>DUE TO FNS BY: December 14, 2018</b></p> <ol style="list-style-type: none"> <li>1. Interview Questionnaire for State Agency.</li> <li>2. Contractor Interview Questionnaire.</li> </ol>	<p><b>DUE TO FNS BY: December 14, 2018</b></p> <ol style="list-style-type: none"> <li>1. State certification handbook, training materials, and/or other instructional documents or policy materials related to ABAWDs</li> <li>2. Description of the State’s policy on 15 percent</li> </ol>

			for all cases accruing countable months for the months of <b>September, October and November 2018.</b>		exemptions use and tracking method
					<ol style="list-style-type: none"><li>3. The statement given to each work registrant (including ABAWDs) that details the work registration process and disqualification time frames for non-compliance as per 273.7(c)</li><li>4. Copies of all notices provided to ABAWDs, including the general eligibility notice, notice of adverse action (NOAA), and any work program or workfare notices, and any simplified reporting notices specific to ABAWDs;</li><li>5. List of all the offices/agencies contracted by the State to provide work programs or workfare to ABAWDs-if any</li><li>6. Computer screen shots of the State's system for tracking ABAWD participation and status each month (e.g. countable months, work hours, participation in work program/workfare, and exemption status)</li></ol>

					<p>7. The date the State's statewide ABAWD waiver expired and any subsequent inter-office communication memos regarding re-implementing the time limit and implementation of geographic waivers.</p>
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